

The City of Dunwoody Police Department is currently accepting applications for a Police Service Representative position.

This position performs responsible clerical functions within the Administrative Division of the Police Department. This position is responsible for retrieving police reports; processing citations; verifying, retrieving, entering and changing information stored on GCIC; dispersing information to police personnel and citizens; and entering and retrieving information on the in-house computer system.

Essential Duties and Responsibilities:

- Processes citations, checks computer records, and files records generated by the department
- Teletypes police messages to and from other agencies
- Performs duties at the front desk including operating the telephone switchboard, assisting citizens, and bonding people out of jail
- Assists general public in obtaining reports and information and collects money for various services
- Answers phones and takes messages for officers
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry, and writes supplemental report to upgrade information
- Verifies GCIC/NCIC entries
- Runs suspended and revoked licenses taken by officers through GCIC for status, completes forms and makes copies of reports and licenses, mails original to state and files copies
- Conducts criminal history checks as needed to process case files and other requests
- Monitors internal security system

Minimum Requirements:

- High School graduate or GED
- Minimum of two (2) years experience in an office clerical position preferably in a police environment
- An equivalent combination of education and experience may be acceptable
- Knowledge of state laws, practices and procedures relating to municipal police departments
- Ability to pass the Georgia Crime Information Center certification test
- Required to work shift work (open 24 hours a day) on a rotating 12-hour schedule

Salary: \$29,500 - \$44,250

Benefits:

- Vacation Leave, Holidays, and Sick Leave
- 100% City-Paid Employee Medical Insurance
- 100% City-Paid Employee Dental Insurance
- 100% City-Paid Employee Life/AD&D Insurance
- 100% City-Paid Employee Short-Term and Long-Term Disability Insurance
- Vision Insurance
- Retirement Savings Plans
- Flexible Spending Accounts (FSA)
- Education Assistance

For consideration, please send your completed application to jobs@dunwoodyga.gov or mail it to:

City of Dunwoody
Human Resources Department
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

[Dunwoody Police Department Application](#)

Only candidates that meet all the minimum requirements above will be considered. The City of Dunwoody has been certified as a Drug-Free Workplace by the State Board of Workers' Compensation. All job applicants for the City must undergo testing for the presence of illegal drugs as a condition of employment.